

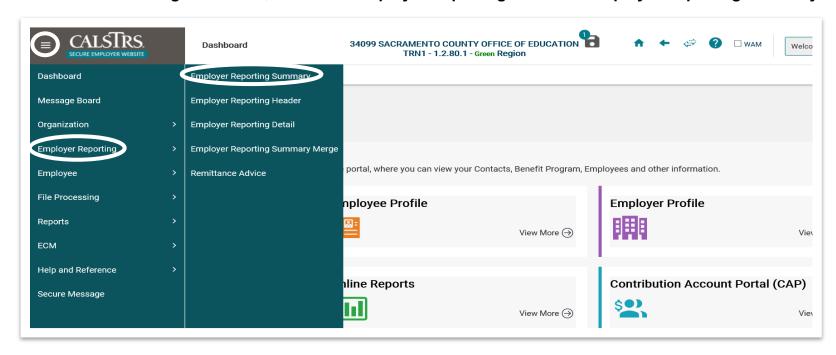
# Submitting an Online Accounts Receivable Contribution Transaction

This is a step-by-step process for submitting an online Accounts Receivable Contribution Transaction in the new Secure Employer Website.

Revised: 07/28/2025

#### Step 1:

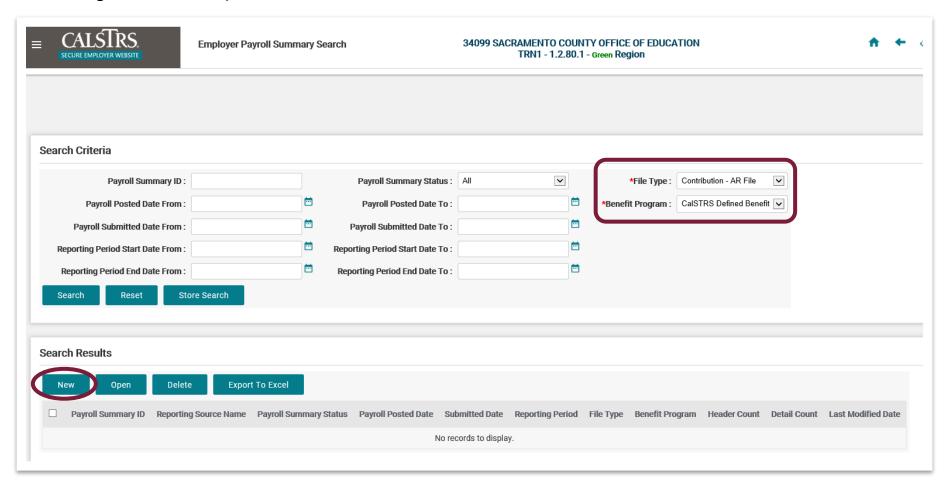
From the Global Navigation Menu, hover over Employer Reporting and select Employer Reporting Summary.





# Step 2:

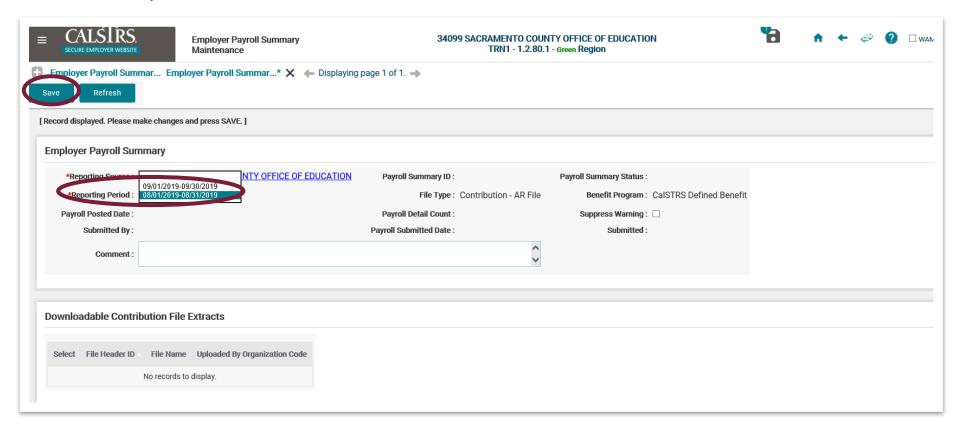
The **Employer Payroll Summary Search** screen displays. Select **Contribution – AR File** from the **File Type**, as well as the applicable **Benefit Program** from the drop-down menu. Click the **New** button.





# Step 3:

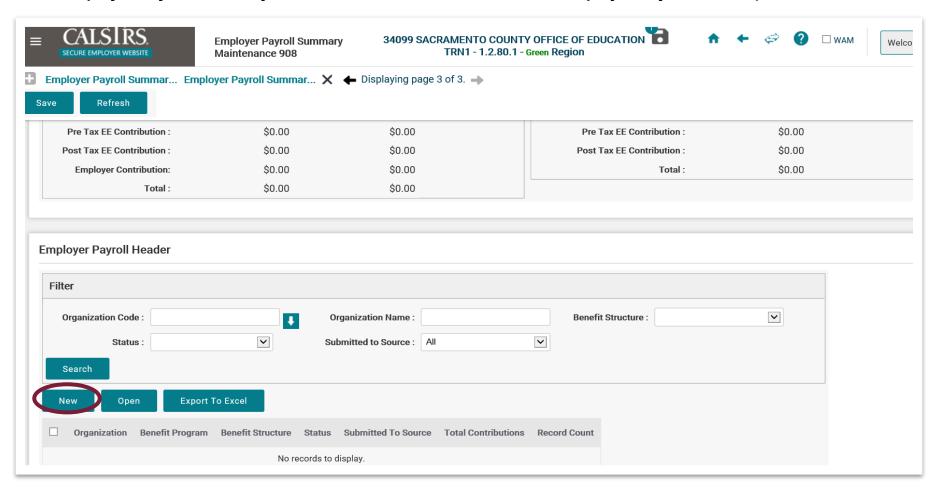
The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary**, select a Reporting Period from the drop-down menu and click **Save**.





# Step 4:

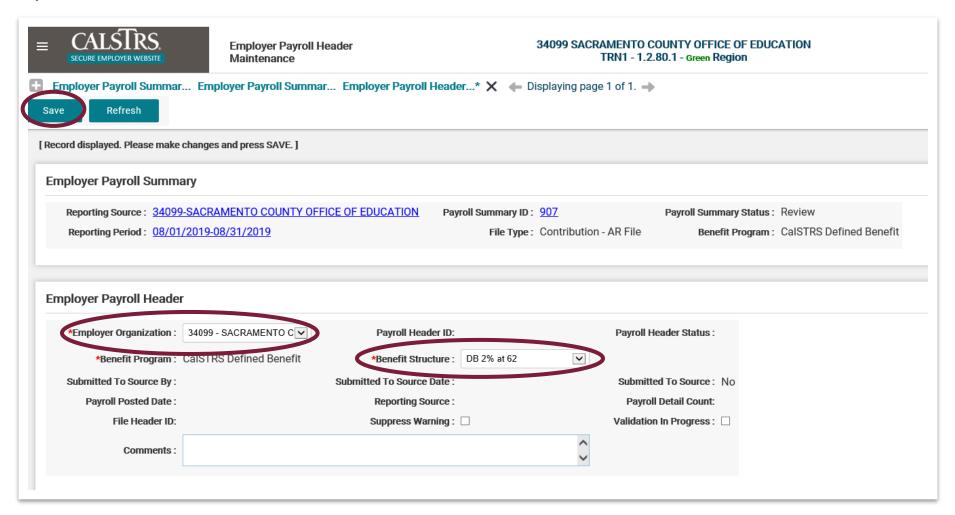
On the Employer Payroll Summary Maintenance screen, scroll down to the Employer Payroll Header panel and click New.





# Step 5:

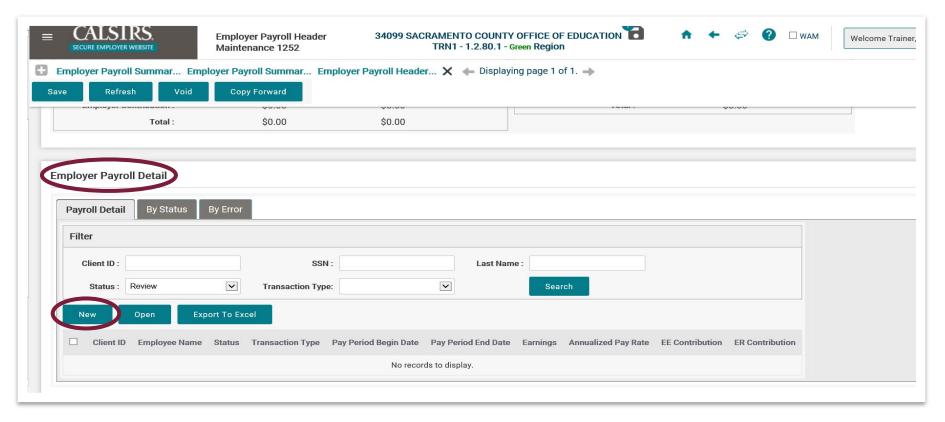
The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop-down menus. Click **Save**.





# Step 6:

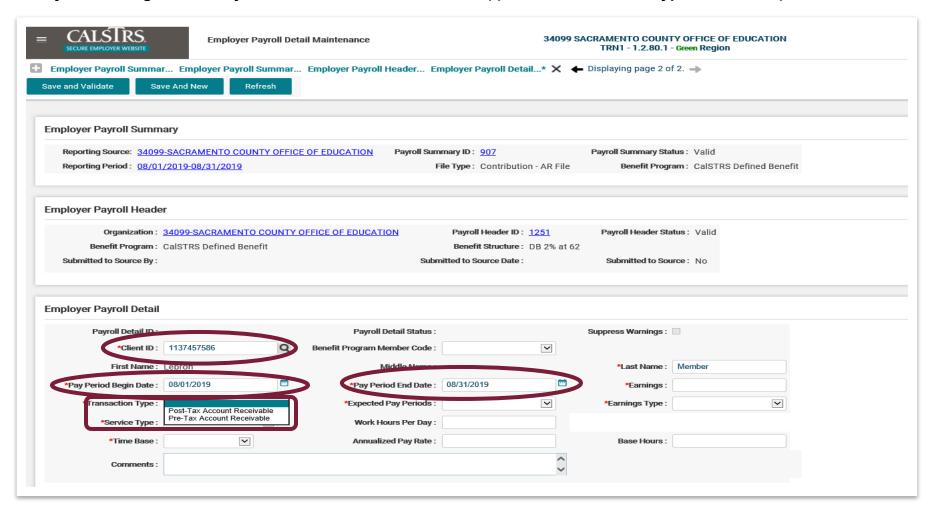
On the Employer Payroll Header Maintenance screen scroll down to the Employer Payroll Detail panel. Click New.





# Step 7:

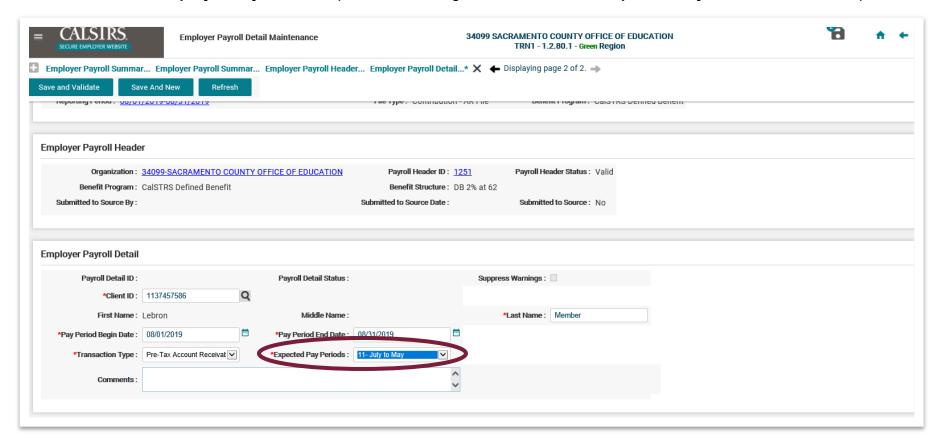
The Employer Payroll Detail Maintenance screen appears. Scroll down to the Employer Payroll Detail panel and input the Client ID, Pay Period Begin Date, Pay Period End Date and select the applicable Transaction Type from the drop-down menu.





# Step 8:

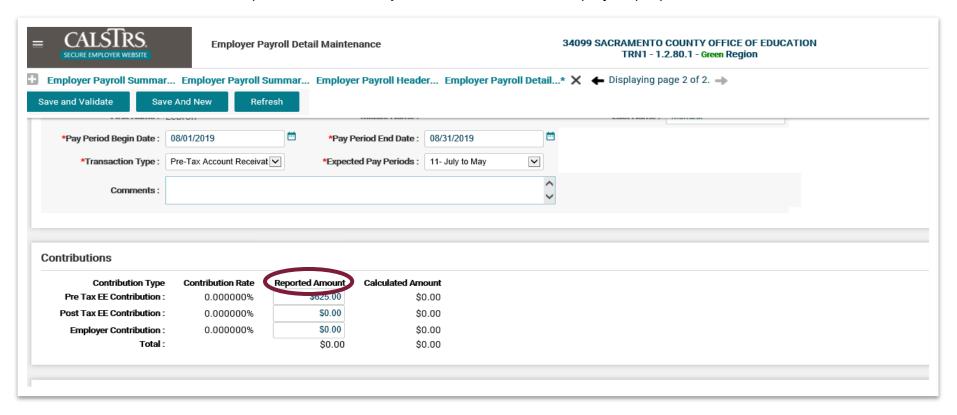
Certain fields in the Employer Payroll Detail panel will no longer show. Select the Expected Pay Periods from the drop-down menu.





# Step 9:

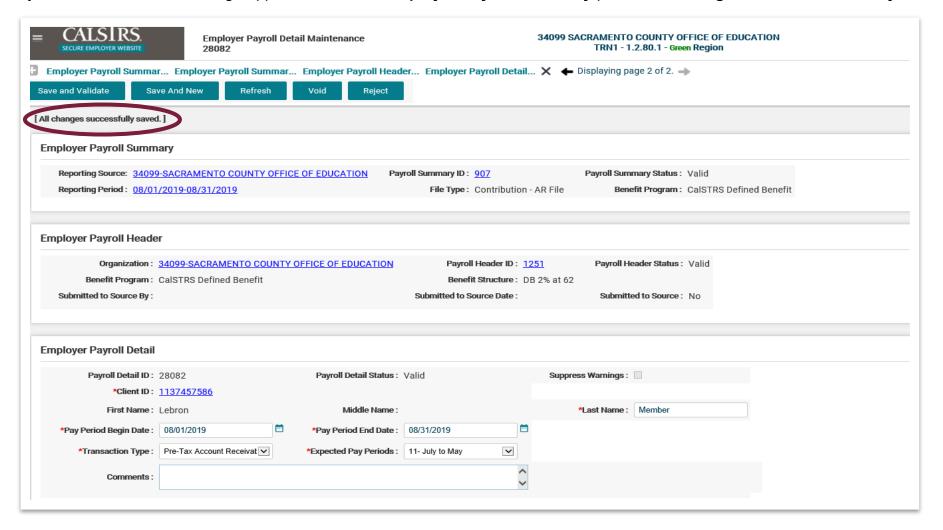
Scroll down to the Contributions panel. Enter the Reported Amount for the employee (EE) contributions. Click Save and Validate.





# **Step 10:**

If you are successful a message appears above the Employer Payroll Summary panel, "All Changes Saved Successfully."





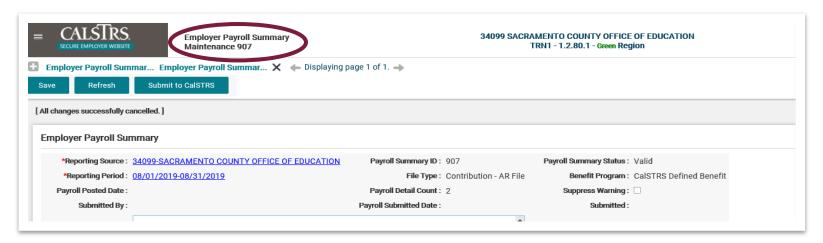
#### **Step 11:**

Click the blue hyperlinked Payroll Summary ID.



# **Step 12:**

The Employer Payroll Summary Maintenance screen will display.





#### **Step 13:**

Click the "Submit to CalSTRS" button to submit the Payroll Summary.

Note: If you are a Report Unit, the text on the button will display as, "Submit to Source."

